



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VETERANS BENEFITS FIELD REP II

Job Number: 20000617

Job Code: 21100V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

In assigned region/county assist veterans and their dependents in the comprehensive preparation and documentation of service connected claims. Establish medical aspects of the claim, apply laws, rules, regulations and present affidavits and personal statements to ensure proper adjudication by the United States Veterans Administration. Publicizes availability of services via television, radio, newspaper and community forums. Train and provide guidance to Veteran's Benefits Field Representative I's; OR, Oversees development of land for final resting place for veterans; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of experience in administration, military affairs or veterans' benefits counseling.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Administrative experience will substitute for the bachelor's degree requirement on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assist veterans and their dependents in the documentation used to establish the medical aspects of a claim. Apply applicable laws, rules, regulations and presents affidavits and personal statements to ensure proper adjudication of claim by the United States Veterans Administration. Assist in overseeing the day-to-day operation of a field office. Perform public relations work with the media, city and county officials, veteran's organizations, hospitals, nursing homes and other state and federal agencies. Maintains computer database of veteran's contacts, claims filed, and awards received. Assists supervisor in preparing statistical reports. Conduct interviews to gather information for filing of claim. Acts as an agent on behalf of the veteran during United States Department of Veterans' Affairs hearings and appeals processes. Respond to inquiries from state and county government officials concerning the benefit program and the final resting-place for veterans. Perform extensive statewide travel to meet with veterans and their dependents. Recruit and train field volunteers. Assist veterans and their families in securing placement of the deceased veteran and spouse if applicable in the State Veteran Cemetery. Provide training and guidance to Veteran's Benefits Field Representative I's.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting, either at the employee's home office or at temporary office space set up in areas of the employee's responsibility. Travels extensively throughout the designated region of the state.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*